

**AR 635-40 CH 4**  
(Medical Disability Separations)  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_ 1. Once you've signed your DA Form 199 with your case manager at PEBLO allow approximately 10 – 14 **WORKING** days to contact the Transition Center for separation date.
- \_\_\_\_\_ 2. Once you receive a separation date you must be transitioned out of the Army within 45-90 days of notification of separation. This includes obtaining all documents, clearing and out-processing the installation.
- \_\_\_\_\_ 3. DA Form 4187 is required – **(If changing separation date, AWOL status or confined)**.
- \_\_\_\_\_ 4. All request for **extension** must be signed by Soldier's first Colonel/06 in chain of command. Requests are forwarded to the U. S. Army Physical Disability Agency (USAPDA) for approval by Transition Center. Request for extension with justification and LES.
- \_\_\_\_\_ 5. **If promotable** and Disability Branch allows promotion on effective day of separation, you must provide promotion orders or DA Form 4187. **Reduction** in grade (provide UCMJ)
- \_\_\_\_\_ 6. Counseling statement form signed by Soldier and commander (**see reverse** example, must be retyped commander must complete within 3 days Soldier's notification).
- \_\_\_\_\_ 7. ERB (if you have a FLAG for **adverse action** or **elimination** your FLAG must be **removed**). DA Form 268, Suspension Favorable Personnel Actions Section III of the form must be completed & provided to TC along with an updated ERB with no FLAG code).
- \_\_\_\_\_ 8 Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service

\*if applicable

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**PLEASE ENSURE THAT SERVICE MEMBERS FLAG IS REMOVED (DA FORM 268), OTHERWISE SERVICE MEMBER WILL NOT BE ABLE TO PICK UP HIS/HER FINAL DD 214**

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**See Reverse for Counseling Statement**

Revised 20 Feb 14

## **COUNSELING STATEMENT**

1. I (Soldier's Full Name) have been counseled in accordance with ALARACT Message 188/2007 dated August 28<sup>th</sup> 2007 pertaining to my election of a separation date to medically separate from the Army.  
( ) Soldier's Initials
2. I understand that should I elect to be separated prior to the 20<sup>th</sup> of the month that this decision could result in overpayment by the Army which would create a debt that I will be responsible to repay.  
( ) Soldier's Initials
3. I understand that DVA service connection for disability incurred in or aggravated by military service may be established from the day following my date of separation from the Army. By law entitlement to payment is not authorized until the first of the month following the month in which service connection is established. DVA compensation is pay, like military pay, in arrears. Because of these rules, I understand that electing a separation date earlier in the month will result in a corresponding delay in receipt of DVA payments and I must plan accordingly. ( ) Soldier's Initials
4. I understand that should I elect to be separated on the last day of the month, this decision will result in the loss of one month of veterans' disability benefits and payments. ( ) Soldier's Initials
5. I request to be separated on: \_\_\_\_\_ (DATE) ( ) Soldier's Initials

Commander/counselor signature

Soldier's signature

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**Chapter 5-3**  
(Separation for the Convenience of the Government)  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_ 1. Original Chapter Packet with signature and date
  - \_\_\_\_\_ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
  - \_\_\_\_\_ 3. HRC Approval Memo will be submitted with the Chapter packet. HRC memo will provide the **separation code, separation date** and if HRC does not provide the characterization of service the **Soldier’s unit command with Court-Martial Convening Authority must provide that information.**
  - \_\_\_\_\_ 4. Report of Medical Assessment (DD Form 2697)
  - \_\_\_\_\_ 5. ERB (**updated**)
  - \_\_\_\_\_ 6. UCMJ (**if applicable**)
  - \_\_\_\_\_ 7. Military Personnel File (MPF):
    - SGLV-8286 (Current within 12 months)
    - DD Form 93 (Current within 12 months)
    - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
    - \* Reenlistment Contract 4/1
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## **Chapter 6 (Separation due to dependency or Hardship)**

### **6-3a Dependency or 6-3b Hardship**

#### **6-3b(1) Parenthood**

#### **6-3b(2) Sole Parent**

#### **Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_ 1. Original Chapter Packet with signature and date; **clearly identify chapter & paragraph**  
Approval Memorandum must state character of Service **(Honorable, General Under Honorable Conditions, Under other than honorable conditions); Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19)**
- \_\_\_\_\_ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_ 3. DA Form 4856- Request for Voluntary Separation w/supporting documents
- \_\_\_\_\_ 4. ERB (**updated**)
- \_\_\_\_\_ 5. DA Form 4187 is required if AWOL , confined and reduction -UCMJ **(if applicable)**
- \_\_\_\_\_ 6. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
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## Chapter 5-16

(Early Separation to further education)

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_ 1. Original Chapter Packet with signature and date; Approval Memorandum must state character of Service (**Honorable, General Under Honorable Conditions, Under other than honorable conditions**); **and whether the Soldier will be transferred to the IRR or not. Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19)**
- \_\_\_\_\_ 2. Transition Center WILL NOT CALCULATE leave or identify if you meet the criteria for this chapter. (**See your S-1 and reverse side of this checklist**).
- \_\_\_\_\_ 3. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_ 4. DA Form 4187 (Personnel Action)- Request for school drop to include leave dates, the start date of school and separation date (not more than 90 days prior to original ETS date), approved by O-5 or O-6.
- \_\_\_\_\_ 5. Acceptance letter from appropriate school official (**Registrar or Director of Admissions, with start date of school. Congratulatory letter is not acceptable**).
- \_\_\_\_\_ 6. DA Form 31 (Using accrued leave maximum extent possible, as transition leave. **Start date of leave or separation date will not be earlier than 10 days prior to start of school or 30 days in special circumstances noted in Ch 5-16.**
- \_\_\_\_\_ 7. ERB (**updated**)
- \_\_\_\_\_ 8. UCMJ (**if applicable**)
- \_\_\_\_\_ 9. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service (\*if applicable)

Soldiers may be discharged or released from active duty for the convenience of the Government, up to 90 days before ETS, but no more than 10 days prior to start of class in order to attend a specific term at college, university, vocational school, and technical school.

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## **Army Regulation 635-200 paragraph 5–16. Early separation to further Education**

**Soldiers may be discharged or released from active duty for the convenience of the Government, up to 90 days before ETS**, in order to attend a specific term at college, university, vocational school, or technical school.

*a.* Soldiers serving initial enlistments of less than 3 years, members of the ARNGUS or USAR serving on ADT, and former senior ROTC cadets ordered to active duty because of breaches of contract are ineligible for separation under this paragraph.

*b.* To qualify for early separation, eligible Soldiers must—

(1) Not be mission essential to their assigned organizations, as determined by commanders concerned.

(2) Clearly establish that the specific school term for which they seek early separation is academically the most opportune time for them to begin or resume their education, and that delay of school enrollment until normal ETS would cause undue personal hardship.

(3) Provide a statement from an appropriate school official (for example, a registrar or director of admissions) indicating acceptance for enrollment (without qualification or in a probationary status) in a full-time resident course of instruction. **The statement must also reflect that the latest acceptable registration date for the school term falls within the 90-day period preceding the Soldier's ETS.**

(4) Show that they are able to pay, or have already paid, school entry fees.

*c.* The college or university must offer courses of instruction leading to an associate, baccalaureate, or higher degree and must be approved by the Department of Veterans' Affairs. The vocational or technical school must offer a course of instruction of no less than 3 months' duration and must be approved by the Department of Veterans' Affairs.

*d.* **The effective date of early separation under this paragraph normally will not be earlier than 10 days prior to the date classes convene**, except when Soldiers may be separated up to 30 days prior to the date classes convene if evidence is submitted that the 10-day period is clearly insufficient. This is not intended as authority to permit separation a full 30 days prior to class starting date in every case but to provide a reasonable latitude in justifiable cases to authorize separation on a date that will give the Soldier adequate time to register and enter the school on time. Examples include Soldiers returning from overseas and those who must move their families to the school location.

*e.* **Accrued leave will be used to the maximum extent possible, as transition leave, in conjunction with early separation under this paragraph.**

*f.* For characterization of service, see paragraph 5–1.

*g.* Commanders specified in paragraph 1–19 are authorized to order separation under this paragraph. The criteria in chapter 1, section VII, will govern whether **Soldiers will be released from AD with transfer to the IRR, or discharged.**

*h.* **Combining this paragraph with other early release programs to effect separation more than 90 days before ETS is not authorized.**

## Chapter 5-13 (Personality Disorder)

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_1. Original Chapter Packet with signature and date; Approval Memorandum must state character of Service (**Honorable, General Under Honorable Conditions, Under other than honorable conditions**); and whether the Soldier will be transferred to the IRR or not. Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19)
- \_\_\_\_\_2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_3. A Mental Evaluation from Psychiatrist or licensed Clinical Psychologist
- \_\_\_\_\_4. Completed DA Form 4856 (in accordance with AR 635-200, paragraph 1-16) counseling, to include a statement describing inability to perform because of personality disorder Approval authority for Soldiers who have been deployed to an imminent danger pay area has been elevated to the GCMCA (ALARACT MSG 081-2009)
- \_\_\_\_\_5. ERB (**updated**)
- \_\_\_\_\_6. UCMJ (**if applicable**)
- \_\_\_\_\_7. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service
  - \* If applicable

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## Chapter 5-17

(Other designated physical or mental conditions)

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_1. Original Chapter Packet with signature and date;  
Approval Memorandum must state character of Service (**Honorable, General Under Honorable Conditions, Under other than honorable conditions**); Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19)
- \_\_\_\_\_2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_3. MEDCOM Form 4038 (Report of Mental Status Evaluation) from a psychiatrist or licensed clinical psychologist qualified to make such diagnosis and DA Form 2807 and 2808 Physical Examination, or DA Form 2697 Report of Medical Assessment.
- \_\_\_\_\_4. Completed DA Form 4856 in accordance with AR 635-200 paragraph 1-16 counseling, to include a statement describing inability to perform because of personality disorder. (**Approval authority for Soldiers who have been deployed to an imminent danger pay area has been elevated to the GCMCA (ALARACT MSG 081-2009)**)
- \_\_\_\_\_5. Memorandum or Letter of Intent
- \_\_\_\_\_6. UCMJ (**if applicable**)
- \_\_\_\_\_7. ERB (**updated**)
- \_\_\_\_\_8. Military Personnel File (MPF):  
SGLV-8286 (Current within 12 months)  
DD Form 93 (Current within 12 months)  
Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)  
\* Reenlistment Contract 4/1  
\* Extensions (DD Form 1695)  
\* DD 214s for any prior service  
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## **Chapter 5-8**

(Separation due to Parenthood)

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_ 1. Original Chapter Packet with signature and date;  
Approval Memorandum must state character of Service (**Honorable, General Under Honorable Conditions, Under other than honorable conditions**); Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19)
- \_\_\_\_\_ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_ 3. A properly completed DA Form 4856 in accordance with AR 635-200 para 1-16  
Counseling has been completed.
- \_\_\_\_\_ 4. DA Form 5304-R (Family Care Plan Counseling Checklist) DA Form 5305 (Family Care Plan)  
see AR 600-20 Chapter 5
- \_\_\_\_\_ 5. UCMJ (**if applicable**)
- \_\_\_\_\_ 6. ERB (**updated**)
- \_\_\_\_\_ 7. Memorandum or Letter of Intent
- \_\_\_\_\_ 8. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service
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## Chapter 8

### (Separation of Enlisted Women- Pregnancy)

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_1. Original Chapter Packet with signature and date; Approval Memorandum must state character of Service (**Honorable, General Under Honorable Conditions, Under other than honorable conditions**); and whether the Soldier will be transferred to the IRR or not. Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19) Approval authority for Soldiers serving on their **FIRST TERM** (non-prior service / no immediate reenlistments) has been given back to the Battalion Commander from SPCMCA (per ALARACT Msg 081-2009)
- \_\_\_\_\_2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_3. DA Form 4187 request for separation from Soldier with an expected release date. **The date must not be later than 30 days before the expected date of delivery or the latest date the military physician will authorize travel.**
- \_\_\_\_\_4. DA Form 3349 (Physical Profile) or memorandum which includes the estimated delivery date.
- \_\_\_\_\_5. A properly completed DA Form 4856 recording the pregnancy counseling from Commander
- \_\_\_\_\_6. Report of Medical Assessment (DD Form 2697)
- \_\_\_\_\_7. Memorandum or Letter of Intent
- \_\_\_\_\_8. ERB (**updated**)
- \_\_\_\_\_9. UCMJ (**if applicable**)
- \_\_\_\_\_10. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service

\*if applicable

**Note:** Date of discharge must not be later than 30 days prior to the expected date of delivery, if Soldier is beyond this date Soldier MUST have a doctor’s note is traveling.

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**Chapter 9**  
(Alcohol or other Drug Rehabilitation Failure)  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_1. Original Chapter Packet with signature and date. Approval Memorandum must state character of Service (**Honorable, General Under Honorable Conditions, Under other than honorable conditions**); Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19). Approval authority for Soldiers serving on their FIRST TERM (non-prior service / no immediate reenlistments) has been re-delegated to the Battalion Commander from SPCMCA (per ALARACT Msg 081-2009)
- \_\_\_\_\_2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_3. Request for separation from unit commander
- \_\_\_\_\_4. Rehabilitation Failure Statement from the Alcohol and Drug Abuse and Prevention Control Program (ADAPCP) counselor
- \_\_\_\_\_5. Memorandum or Letter of Intent
- \_\_\_\_\_6. ERB (**updated**)
- \_\_\_\_\_7. Report of Medical Assessment (DD Form 2697)
- \_\_\_\_\_8. DA Form 4187 changing duty status - AWOL or Confinement (**if applicable**)
- \_\_\_\_\_9. UCMJ (**if applicable**)
- \_\_\_\_\_10. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service
  - \* If applicable

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**Chapter 10**  
(Discharge in Lieu of Trial by Court- Martial)  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_1. Request for discharge in Lieu of Court Martial from soldier. **Approval Authority will be in accordance with AR 635-200 para. 1-19 sub-para. (c).**
- \_\_\_\_\_2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_3. DA Form 458 (**Charge Sheet**)
- \_\_\_\_\_4. Chain of Command Recommendation
- \_\_\_\_\_5. DA Form 4187 reflecting any changes to duty status AWOL or confinement (**if applicable**)
- \_\_\_\_\_6. UMCJ (**if applicable**)
- \_\_\_\_\_7. Copies of all Article 15s, (DA Form 2627) Court Martial Proceedings
- \_\_\_\_\_8. ERB (**updated**)  
    **\*NOTE – if you are discharge with “under other than honorable Conditions” you will be reduced to the lowest ran – which will be PVT!**
- \_\_\_\_\_9. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
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**Chapter 13**  
**(13-2a Separation for Unsatisfactory Performance)**  
**(13-2e Physical Standard)**  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_ 1. Original Chapter Packet with signature and date along **with clearly identified chapter & paragraph**  
Approval Memorandum must state character of **Service (Honorable, General Under Honorable Conditions, Under other than honorable conditions); Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19) Approval authority for Soldiers serving on their FIRST TERM (non-prior service / no immediate reenlistments) has been re-delegated to the Battalion Commander from SPCMCA (per ALARACT Msg 081-2009)**
- \_\_\_\_\_ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_ 3. Physical Examination (DD Form 2807-2808)
- \_\_\_\_\_ 4. Mental Status Evaluation
- \_\_\_\_\_ 5. A properly completed DA Form 4856 indicating that paragraph 1-16 counseling has been completed.
- \_\_\_\_\_ 6. Documents rehabilitative counseling and actions taken by command for rehabilitation.
- \_\_\_\_\_ 7. DA Form 4126-R (Bar to Reenlistment Certificate) – **(if applicable)**
- \_\_\_\_\_ 8. Memorandum or Letter of Intent
- \_\_\_\_\_ 9. ERB (**updated**)
- \_\_\_\_\_ 10. UCMJ (**if applicable**)
- \_\_\_\_\_ 11. DA Form 4187 reflecting any changes to duty status AWOL or Confinement (**if applicable**)
- \_\_\_\_\_ 12. Military Personnel File (MPF):  
SGLV-8286 (Current within 12 months)  
DD Form 93 (Current within 12 months)  
Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)  
\* Reenlistment Contract 4/1  
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**Chapter 14-12c (1) (Commission of a Serious Offense)**  
And  
**Chapter 14-12c (2) (Abuse of Illegal Drugs)**  
**Not eligible for IRR**

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- \_\_\_\_\_ 1. Original Chapter Packet with signature and date; **with clearly identified chapter & paragraph**  
Approval Memorandum must state character of Service (**Honorable, General Under Honorable Conditions, Under other than honorable conditions**); Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19)
- \_\_\_\_\_ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_ 3. Physical Examination (DD Form 2807-2808)
- \_\_\_\_\_ 4. Mental Status Evaluation
- \_\_\_\_\_ 5. Copies of all Article 15s, (DA Form 2627) Court Martial Documents, MP Report, etc
- \_\_\_\_\_ 6. Memorandum or Letter of Intent
- \_\_\_\_\_ 7. DA Form 4187 reflecting any changes to duty status AWOL or Confinement, UMCJ (if applicable)
- \_\_\_\_\_ 8. ERB (**updated**)
- \_\_\_\_\_ 9. Military Personnel File (MPF):  
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DD Form 93 (Current within 12 months)  
Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)  
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\* Extensions (DD Form 1695)  
\* DD 214s for any prior service  
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**Note:** This chapter is for soldiers who have committed serious acts of misconducts; DUI's Illegal Drug use, violent crimes, or any violation of the UCMJ that warrants a Bad Conduct Discharge or Dishonorable Discharge.

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**Chapter 14-12b**  
(Pattern of Misconduct)  
**Not eligible for IRR**

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- \_\_\_\_\_1. Original Chapter Packet with signature and date; **Approval Memorandum must state character of Service (Honorable, General Under Honorable Conditions, Under other than honorable conditions); Approval authority for Honorable or General characterizations is SPCMCA. Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19)**
- \_\_\_\_\_2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_3. Physical Examination / Assessment (DD Form 2807-2808)
- \_\_\_\_\_4. Mental Status Evaluation
- \_\_\_\_\_5. **Evidence of Misconduct**; Copies of all Article 15s, (DA Form 2627)
- \_\_\_\_\_6. Memorandum or Letter of Intent
- \_\_\_\_\_7. ERB (**updated**)
- \_\_\_\_\_8. DA Form 4187 reflecting any changes to duty status AWOL or Confinement (**if applicable**)
- \_\_\_\_\_9. UCMJ (**if applicable**)
- \_\_\_\_\_10. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
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**Chapter 16-2** (Selected Changes in Service Obligations)  
(ROTC/OCS)  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_ 1. DA Form 4187 requesting early separation from the United States Army for acceptance into ROTC program and approval memo. **Approval authority is SPCMCA.**
- \_\_\_\_\_ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_ 3. Approved Physical
- \_\_\_\_\_ 4. School acceptance letter
- \_\_\_\_\_ 5. Memorandum from Soldiers Battalion Commander
- \_\_\_\_\_ 6. ROTC acceptance letter
- \_\_\_\_\_ 7. Chapter acceptance letter from MAJ Psaltis (910-893-1590)
- \_\_\_\_\_ 8. ERB (**updated**)
- \_\_\_\_\_ 9. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service
  - \* If applicable

**Make Copies**  
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**Chapter 16**  
(Insufficient Retainability)  
(Paragraphs **-5, 6, 7, 8, 9, 10**)  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_ 1. DA Form 4187 requesting early separation from the United States Army.  
Must be specific to the program requested. **Approval authority is SPCMCA.**
- \_\_\_\_\_ 2. Supporting evidence (Unit / Installation closure, Holiday early release program, etc.)
- \_\_\_\_\_ 3. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_ 4. ERB (**updated**)
- \_\_\_\_\_ 5. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service
    - \* If applicable

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**Chapter 16-1a**  
(Selected Changes in Service Obligations) (Accept Commission)  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

Ordered to active duty as a commissioned or warrant officer from HRC Alexandria or HRC St. Louis (request for orders): Soldiers will be discharged for the purpose of being ordered to active duty as a commissioned or warrant officer in any branch of the armed forces.

- \_\_\_\_\_1. The separation authority (AR 635-200 para 1-19) must have evidence from the proper authority.
- \_\_\_\_\_2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_3. Discharge will be effective the day preceding the date ordered (day before) to active duty as a commissioned or warrant officer
- \_\_\_\_\_4. ERB (**updated**)
- \_\_\_\_\_5. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service
  - \* If applicable

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**Chapter 16-4b**  
(Non-retention on active duty/Declination of Continued Service/DCSS)  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_1 DA Form 4187 requesting early separation from the United States Army (within 90 days after DCSS)
  - \_\_\_\_\_2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
  - \_\_\_\_\_3. Approved Physical (optional but in Soldier’s best interest)
  - \_\_\_\_\_4. **Approval authority is SPCMCA (per AR 635-200, para1-19) Approval authority for Soldiers serving on their FIRST TERM (non-prior service / no immediate reenlistments) has been re-delegated to the Battalion Commander from SPCMCA (per ALARACT Msg 081-2009). Memorandum must state whether the Soldier WILL or WILL NOT be transferred to the IRR**
  - \_\_\_\_\_5. ERB (updated)
  - \_\_\_\_\_6. Military Personnel File (MPF):
    - SGLV-8286 (Current within 12 months)
    - DD Form 93 (Current within 12 months)
    - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
    - \* Reenlistment Contract 4/1
    - \* Extensions (DD Form 1695)
    - \* DD 214s for any prior service
- \* If applicable

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## **Chapter 18**

### **(Weight Control Failure)**

Transition Office must have the following items before a chapter packet can be processed

- \_\_\_\_\_ 1. Original Chapter Packet with signature and date; Approval Memorandum must state character of Service (**Honorable, General Under Honorable Conditions, Under other than honorable conditions**); and whether the Soldier will be transferred to the IRR or not. Approval authority for Honorable or General characterizations is SPCMCA Approval authority for Other than Honorable characterizations is GCMCA (per AR 635-200 para 1-19) Approval authority for Soldiers serving on their **FIRST TERM** (non-prior service / no immediate reenlistments) has been returned to the Battalion Commander from SPCMCA (per ALARACT Msg 081-2009)
- \_\_\_\_\_ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- \_\_\_\_\_ 3. Report of Medical Assessment (DD Form 2697)
- \_\_\_\_\_ 4. Notification from Commander that soldier is being entered into the weight control program; **Soldier’s acknowledgement of receipt of notification.**
- \_\_\_\_\_ 5. ERB (**updated**)
- \_\_\_\_\_ 6. Memorandum or Letter of Intent
- \_\_\_\_\_ 7. Military Personnel File (MPF):
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service
  - \* If applicable

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